

Adopted: August 16, 1988

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-297-88/RC

RESOLUTION ON
GUIDELINES FOR STATE FACULTY SUPPORT GRANTS

- WHEREAS, The State proposes \$2.5 million for a Program Change Proposal to support research, scholarship, and creative activity; and
- WHEREAS, The guidelines call for a competitive grant process; and
- WHEREAS, The Chancellor's Office requires that grants be awarded by a university-wide body with strong faculty representation; therefore, be it
- RESOLVED: That the attached guidelines developed by the Academic Senate Research Committee be adopted as interim guidelines by the Academic Senate and recommended to the President for approval; and be it further
- RESOLVED: That the recommendations for permanent guidelines be developed by the Academic Senate Research Committee before the end of winter quarter.

Proposed By:
Research Committee
July 12, 1988
Revised August 16, 1988

GUIDELINES FOR STATE FACULTY SUPPORT GRANTS

Eligibility Requirements

The purpose of the State Faculty Support Grant (SFSG) Program is to support research, scholarship, and creative activities that will help faculty remain current in their disciplines, pursue new ways to enrich student learning, and contribute to knowledge that will strengthen California socially, culturally, and economically. Faculty defined as members of Unit 3 are eligible to compete for funding. ~~All faculty who are eligible for membership in Unit 3 can apply.~~ Non-tenured faculty and those in disciplines with few outside resources for research, scholarship, and creative activity are particularly encouraged to apply. Awards will seek to complement and promote the affirmative action and educational equity goals of the CSU system. For all SFSG's, the overriding criteria for support will be how the proposed activity ultimately enhances student learning. Deadline for proposals is October 14, 1988.

Types of Support

The State Faculty Support Grant program supports activities which advance the discipline or field. These activities will use the approaches of a discipline or field to create new and generalizable knowledge, or to develop new art forms or expressions. The grant program offers three types of support:

- o Minigrants of up to \$5,000, to be expended during the academic year. These grants will allow faculty to test promising ideas and obtain preliminary results prior to seeking external support for an activity. Funds may be used to buy adequate computer time, to pay undergraduate and graduate students as research assistants, ~~and to purchase~~ secretarial assistance for typing manuscripts and proposals, or for other similar purposes.
- o One month (or in unusual circumstances, two month) summer faculty fellowships to provide support to inaugurate, continue, or complete a project of creative scholarship or research.
- o A quarter leave at full salary to develop or complete an appropriate activity related to one's academic discipline.

Criteria

Proposals will be judged on the following criteria:

SIGNIFICANCE: 25% (Including the importance of the topic; role in advancing the field or discipline; need for or anticipated benefit from the creative activity; contribution of ~~a~~ the creative activity in fostering excellence, vitality, and diversity in the arts; impact on student learning; relationship to strengthening the curriculum; and relationship to the affirmative action goals of the university.)

METHODOLOGY: 35% (Including completeness and precision in detailing such facets as compatibility with stated objectives; overall design or organization; knowledge of related work or implementation of newest findings, time schedule, cost effectiveness of budget. For creative activities, criteria include adequacy of plan for commitment of imagination, thought, and expression in an articulated

direction; demonstrated ability to sustain creativity as evidenced by previous work.)

PERSONNEL AND FACILITIES: 25% (Including consideration of the qualifications, promise, and stage of career development of the principal investigator; the availability of facilities, equipment, or other resources necessary to meet the objectives of the grant. For creative activities, criteria include adequacy of the material conditions necessary to facilitate the creation, production, presentation, or exhibition of innovative and diverse work.)

POTENTIAL: 15% (Including consideration of the project's potential for new contributions, or promise of leading to external funding)

Proposal Contents

Proposals should include a detailed description of the work, a time line for completion of the project, and a statement about how the resources requested are necessary to complete the project. With the exception of summer fellowships, all funds and salary support must be utilized during the academic year in which the award is made. ~~with the exception of summer fellowships~~ Proposals should cover the following topics as appropriate:

1. Abstract
2. A description of the project's goals and objectives in non-technical language.
3. A discussion of significance of the project.
 - a. What is the importance of the problem or need for the creative activity?
 - b. How does it your relate to teaching assignment? specific courses? new courses?
 - c. How does what you propose enhance student learning?
 - d. What role will the project play in supporting the university's affirmative action goals?
 - e. How will it the creative activity foster excellence in, or increase appreciation of, the arts?
4. A detailed plan of work, including methodology, tasks, and time schedule.
 - a. How is the design related to objectives?
 - b. What are the tasks? time schedule?
 - c. What facilities or material conditions are needed and are they available?
 - d. What previous work gives evidence of this project's feasibility?
 - e. What staff is needed? What undergraduate and graduate student assistance?
5. A description of how research findings will be used, whether for publication in refereed journals, for presentation in artistic exhibitions, for development of curricular materials, or for other purposes.

6. A brief biography, including a personal bibliography, listing universities attended, years, degrees, major field, pertinent work, related research, creative activity, or scholarship. (Vita or resume may be attached.)
7. For minigrants, a budget in which line items are clearly related to the activity of the grant. (For a summer fellowship, monthly salary is calculated by dividing current annual salary by nine and adjusting for cost-of-living increase. Quarter leave salary is calculated at the replacement level, and the figure of \$12,275 should be used in all cases.)
8. (Optional) Name, address, and phone number of suggested (campus) peer reviewers for your proposal.

Review of Proposals

All proposals will be reviewed by the Academic Senate Research Committee for recommendation via the Chair to the Vice President for Academic Affairs. The committee will use consultants in the discipline or field of the proposer to assist in the evaluation of each proposal. Announcements of awards will be made by the end of the Fall Quarter. Grants will be effective immediately upon award.

Reporting Requirements

Grantees will be required to file progress reports at the end of each quarter in which the grant is active. Following termination of the grant, a final report with an extended (one to two page) abstract must be filed with the Office of the Associate Vice President for Graduate Studies, Research, and Faculty Development. This report will describe the results and how the items for the significance and impact summary sheet (Form SFSG3) were realized. The extended abstracts will be collected and published to share the results of the projects with the academic community and others interested in the impact of the State Faculty Support Grant program.

STATE FACULTY SUPPORT GRANT PROPOSAL
1988-89

COVER PAGE

Submit an original and 13 copies to:

Graduate Studies, Research, and Faculty Development
Office; Administration 317, Ext. 1508

Deadline: October 14, 1988

Title of Proposal: _____

Name: _____

Department: _____

Rank and Step (as of September 1988): _____

Tenured _____ Tenure Track _____ Non-tenure Track _____

Type of Grant: research ☐ scholarship ☐ creative activity ☐

Support requested: Minigrant \$ _____
Summer Fellowship \$ _____
Quarter Leave \$ _____ W or Sp Quarter [circle one]

Project Duration: Beginning Date _____ Duration _____

Principal Investigator _____

Date _____

ENDORSED:

Department Head/Chair _____

Date _____

Dean _____

Date _____

**STATE FACULTY SUPPORT GRANT PROPOSAL
1988-89**

Name: _____

Department: _____

Title of Proposal: _____

Support requested: Minigrant \$ _____
 Summer Fellowship \$ _____
 Quarter Leave \$ _____ W or Sp Quarter [circle one]

Project Duration: Beginning Date _____ Duration _____

ABSTRACT (250 words):

STATE FACULTY SUPPORT GRANT PROPOSAL
1988-89

SIGNIFICANCE AND IMPACT SUMMARY

(Required for CSU Report)

Name: _____

Department: _____

Title of Proposal: _____

Support requested: Minigrant \$ _____
 Summer Fellowship \$ _____
 Quarter Leave \$ _____ W or Sp Quarter [circle one]

Project Duration: Beginning Date _____ Duration _____

1. Importance of the proposal in relation to teaching and enhanced student learning:

2. A description of the impact of the project on specific Cal Poly courses, new courses, or future courses:

3. A description of the amount and nature of undergraduate and graduate student involvement:

4. A description of how results will be used: publication, artistic exhibit, development of curricular materials; etc.

(attach additional pages if necessary)

Memorandum

RECEIVED

SEP 13 1988

Date : September 9, 1988

: Charles Crabb
Academic Senate

File No.:

Academic Senate

Copies : M. W. Wilson
R. Lucas
C. Andrews
L. Jamieson
P. AdalianFrom : Warren J. Baker
President

Subject : RESOLUTION ON GUIDELINES FOR STATE FACULTY SUPPORT GRANTS

Thank you for your memorandum of September 1, 1988, transmitting the Academic Senate Executive Committee's guidelines for the State Faculty Support Grant competition this fall. As you know, we have since learned that the Chancellor's Office does not consider the Academic Senate Research Committee an elected committee for purposes of reviewing the State Faculty Support Grant proposals. I understand that Bob Lucas has been in touch with you about alternatives, and that on an interim basis you have asked the University Professional Leave Committee to serve as the core of a committee for the Fall Quarter's review cycle. I sent guidelines out yesterday to the faculty reflecting that change. I am also sending out today a letter formally appointing the review committee and adding a graduate student and administrator to it.

I want to thank you and the Academic Senate Executive Committee for your help in providing guidelines for the proposals. Without your timely response, we would not have been able to mount a workable program during this academic year.